



POSITION DESCRIPTION

Position Title: Development and Events Coordinator

Report to: Director of Development

Status: Exempt

Organization Overview:

Founded in 1984, the Library of Virginia Foundation supports the Library of Virginia and its mission by raising private financial support, managing its endowment, and overseeing programming that brings Virginia's history and culture to life. The Foundation is a 501 c3 nonprofit governed by a Board of Trustees whose sole beneficiary is the Library of Virginia. The Foundation is not a grant making organization.

The Library of Virginia is one of the oldest agencies of Virginia government, founded in 1823 to preserve and provide access to the state's incomparable printed and manuscript holdings. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government. The Library also advances the development of library and records management services statewide.

Position summary:

The Development and Events Coordinator will work closely with the Director of Development, the Executive Director, Senior Advancement Officer, and Development and Events committees of the Board of Directors to meet the Foundation's dynamic fundraising and programmatic goals. The Development and Events Coordinator will be a keystone member of the team, with a concentration in successfully implementing annual giving, special events, and donor stewardship initiatives. This position will also be responsible for effective and efficient use of resources and the donor management system to measure and achieve development goals. They will be asked to think both strategically about the larger efforts of the department, along with performing highly detailed and creative work daily.

Core duties and responsibilities:

70% Development Operations

- implement an annual strategy for cultivating and stewarding donors through mailings, social media, events, targeted appeals, email, and other innovative techniques that can attract a diverse range of donors
- Engage board members in annual giving strategies to expand impact and buy-in
- Maintain donor database
- Work with Director of Development to develop, manage, and track budgets for direct mail, special events, and related initiatives

30% Event Planning and Foundation Logistics

- Along with the Director of Development, strategically create a robust cultivation events calendar that recognizes long-standing events while welcoming new traditions
- Lead all pre-event and day-of logistics for events, including the Virginia Literary Awards celebration events, cultivation events, and donor stewardship opportunities



- As needed, work with event vendors and consultants
- Work in conjunction with the Library's Marketing and Communication staff to ensure the Library's presence at events conveys its mission, services, and needs
- Manage Library's Volunteer Program

Job Specifications:

- Ability to perform job in accordance with the Foundation's policies & procedures
- Curious individual with the ability to learn and perform at a high level
- Highly motivated self-starter that is willing to be accountable for assigned projects
- Ability to pivot, be flexible, and manage ambiguity as needed
- Strong interpersonal skills and the ability to work in complex environments to foster goal accomplishment
- Good organizational, critical thinking, and strong analytical skills to organize and coordinate a varied workload
- Commitment to ethical fundraising as defined by the AFP Code of Ethics
- Proficient in Microsoft Office programs
- Ability to communicate and present effectively both verbally and in writing
- Availability during weekends and outside normal office hours as required

Experience and Education:

A bachelor's degree from an accredited college or university is preferred, but not required.

Salary range: \$35k - \$45k, commensurate with experience.

The Library of Virginia Foundation offers competitive benefits including a 401k Retirement Match, 75% employer covered individual and family health coverage, life insurance, and paid PTO.

The Library of Virginia Foundation is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

To apply: please send cover letter and resume to elaine.mcfadden@lva.virginia.gov. No phone calls please. Priority will be given to applications received by October 8.